

ANNOUNCEMENT
Advisory Council Coordinator Position Available Immediately
Gulf of the Farallones National Marine Sanctuary

Send resume and cover letter to Kelley Higgason at kelley.higgason@noaa.gov or 991 Marine Dr., The Presidio, San Francisco, CA 94129 **by November 10, 2010.**

Available immediately, Gulf of the Farallones National Marine Sanctuary is seeking a part-time, 18-20 hour per week Sanctuary Advisory Council (SAC) Coordinator. Duties for this position include:

Advisory Council Coordinator Tasks

- Conduct and support four council meetings (including one joint meeting with MBNMS) and one retreat per year
- Set meeting agendas with superintendent and executive committee, send agendas to members prior to meeting, facilitate sending agendas to media
- Prepare council letters and resolutions and transmit to Headquarters
- Take notes at meetings (with SAC Assistant)
- Review draft notes after each meeting (prepared by the SAC Assistant) before submitting to the superintendent for approval
- Track sanctuary programs for appropriate meeting dates for presentations/action items
- Produce annual council work plan and annual council accomplishments
- Produce annual council coordinator and assistant work plans
- Produce annual council report
- Attend annual, week-long, advisory council summit
- Prepare following year topics and meeting schedule for ONMS Headquarters
- Communicate issues/information relevant to the sanctuary through the council listserve
- Manage council budget
- Maintain content of council web site
- Prepare the Federal Registrar Notice and additional announcements for member recruitment
- Manage council applications
- Solicit members for application review committees and coordinate review
- Work with the application review committee and sanctuary superintendent to determine new council members
- Coordinate new member orientation
- Manage government seats (additional seats, updating appointees, etc.)
- Participate in executive committee conference calls
- Participate in quarterly council coordinator conference calls
- Participate on sanctuary volunteer team as the advisory council representative
- Participate in bimonthly program coordinator's meetings
- Meet bimonthly with sanctuary superintendent
- On a rotating basis with the other four west coast sanctuary's SAC coordinators, prepare quarterly west coast region SAC highlight reports (first responsible Jan – June 2011)
- Attend one council meeting per California site per year, as budget allows
- Oversee Advisory Council Assistant tasks

Advisory Council Assistant Tasks (Coordinator responsible for oversight of these tasks)

- Secure meeting venues annually
- Organize food and beverages for meetings
- Pick up food and beverages before/during meeting
- Assist in setting up food and materials at each meeting and meeting clean up
- Prepare draft notes template from the meeting agenda prior to each meeting
- Assist the SAC Coordinator in taking notes at meetings and advancing presentation slides
- Complete first edits of draft notes after each meeting for review by the SAC Coordinator
- Collect presentations for each meeting (before or day of)
- Copy agendas for each meeting, as well as member packets if there are additional printed materials
- Enter council and working group volunteer hours into VolunteerNet on a quarterly basis
- Manage meeting RSVPs
- Schedule an Executive Committee call at least one month prior to each SAC meeting
- Post meeting agendas and other documents (presentations, resolutions, etc,) to the SAC web page and help the SAC Coordinator maintain the council web page

Supervision

The Advisory Council Coordinator is a member of the Gulf of the Farallones Program Coordinator Team and reports directly to the Sanctuary Superintendent. The Advisory Council Coordinator is expected to weigh daily and weekly priorities and manage their own schedule.

Schedule/Location

The Advisory Council Coordinator will work 18-20 hours per week at the Sanctuary Headquarters office on Crissy Field in San Francisco, CA.

Qualifications

- A minimum of 2 years of experience coordinating stakeholder engagement and public meetings to inform policy and management is desired
- A graduate degree in marine policy or related field is preferred.
- The ability to have friendly interactions with the staff and the general public is required.
- Excellent oral communication and interpersonal skills are required.
- Advanced organizational skills are essential.
- Must be proficient with Microsoft Office Suite.
- Interest in marine wildlife is a plus.
- Must have a valid driver license and ability to drive a motor vehicle.
- Some lifting will be required.
- Some travel within the Bay Area, the State, and outside the State will be required.

Benefits

As a part-time employee of ERT, Inc., the Advisory Council Coordinator will not be entitled to full benefits associated with this position.